



Affiliated Tribes of Northwest Indians Economic Development Corporation

Request for Proposals

RFP Title:	Economic Development Program Consultant
Location:	ATNI-EDC Office in Portland, Oregon & Virtual
Posting Date:	September 19, 2021
Closing Date:	September 26, 2021
Anticipated Start Date:	October 1, 2021

Organization Overview

The **Affiliated Tribes of Northwest Indians Economic Development Corporation** (ATNI-EDC) is a nonprofit organization that provides financial and technical assistance to ATNI Member Tribes in the priority areas of community and economic development to each of the fifty-seven ATNI Member Tribes in the Pacific Northwest that includes all of the Tribes in Oregon, Washington, and Idaho, as well as Tribes in Northern California, Nevada, Montana, and Alaska. As one of its tools, ATNI-EDC operates a Revolving Loan Fund that aims to increase access to capital for Native American communities and entrepreneurs. ATNI-EDC first began lending in 2000 and opened its subsidiary certified Community Development Financial Institution (CDFI), ATNI Financial Services (ATNI-FS), in 2002.

Background

ATNI-EDC completed its 5-year CEDS in November of 2019, which was accepted by the ATNI Tribal Membership and the EDA. Over the past year, we have been developing our organizational strategic plan to implement findings in the ATNI-EDC 2019-2024 CEDS (Summary attached). The CEDS adopts a broad-brush stroke that highlights current economic development needs for ATNI member tribes.

Scope of Work:

The consultant will:

- Assist ATNI-EDC staff with completing the organizational strategic plan
- Assist with implementing and developing programming outlined in the strategic plan
- Recommend long-term staff solutions to sustain programming and identify sustainable funding sources and mechanisms
- Identify economic development opportunities, connections, and resources to support ATNI Member Tribes
- Update the ATNI-EDC CEDS with Resiliency section to address lessons learned from the COVID-19 Pandemic

Timeline & Format

The consultant will begin work in October. We ask that the consultant be available 10-25 hours per week for six months. Options to extend the contract will be considered.

Special Considerations

All qualified responses to this proposal will receive consideration without regard to race, color, religion, sex or national origin. ATNI-EDC reserves the right to observe Tribal preference as a standard hiring practice, as part of our mission is to “promote and provide employment opportunities for Indian People from the Member Tribes of ATNI.”

To Respond:

Please send a cover letter (1 page maximum) and your proposal (5 pages maximum) that includes:

- Qualifications to perform the work
- Approach
- Draft of Intended Deliverables
- Proposed Timeline
- Budget
 - o Rate(s) of consultant(s) or basis for budget
 - o Method of charging

By email: Send to info@atniedc.com with the subject line of “**ATNI-EDC Economic Development Program Proposal**” by end-of-close business on the day of the application deadline listed above. It is preferable if you send your documents as a single pdf.

By mail: Send to: Amber Schulz-Oliver, ATNI-EDC, PO Box 66592, Portland Oregon 97290. Envelope must be postmarked *TWO DAYS PRIOR* to the application deadline listed above. If you are sending your application by mail, please inform us by email (info@atniedc.com) or by phone (503.206.8754).